



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 21, 2009

Michael Miller, President
West Covina Chamber of Commerce
811 South Sunset Ave.
West Covina, CA 91790

Dear Mr. Miller:

RE: FINAL MONITORING REPORT for West Covina Chamber of Commerce (WCCC) – ET08-0254

Date of Visit	11/9/09
Time of Visit	10:00 a.m. – 12:30 p.m.
Location of Visit	West Covina
Persons in Attendance	Michael Miller, President, WCCC Audrey Lynberg, Chair, Legislative Committee, WCCC Karah Shaw, Business Development Coord, WCCC Monique Webb, ETP Contract Analyst Marissa Tolentino, ETP Contract Analyst
Date of Last Visit	5/8/09
Action Required	No

CONTRACT INFORMATION

Term of Agreement	12/31/07 – 12/30/09	Agreement Amount	\$398,893
Type of Trainee	Retrainee	Number to Retain	325
Training Start Date	01/07/08	Range of Hours	8-200
Date Training Must Be Completed	10/1/09	Weighted Avg Hrs	56-73

FINAL REPORT SUMMARY:

The Agreement was executed on April 10, 2008 and training began on January 7, 2008. Your staff reported that all training was completed on September 28, 2009, allowing trainees to complete the 90-day retention period within the term ending date of the Agreement.

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www.etp.ca.gov
ETP (04/15/05)

ETP approved the following revisions to your Agreement:

1. Modification No. 1 was approved on July 2, 2008 which decreased the training slots and funding in Job Numbers 1, 3, and 4; created Job Numbers 5 and 6 for small business employers; and decreased the total funding by \$938.
2. Modification No. 2 was approved on March 9, 2009 which deleted Jobs 3 and 4; decreased training slots in Jobs 1 and 2; included a job title on Job Number 6; and removed restrictions for providing center-based training from Exhibit A, Chart, Comments.
3. Modification No. 4 was approved on August 3, 2009 which deleted Job Number 6 and increased funding in Job Number 5.
4. Amendment No. 5 was executed on October 20, 2009 to change the Agreement term date from November 19, 2007 through November 18, 2009 to December 31, 2007 through December 30, 2009.

The Agreement is based on a variable reimbursement training plan. WCCC is reimbursed for the exact number of training hours provided to each trainee completing between 24 to 200 hours (Job 1); 24 to 100 hours (Job 2); and 8 to 200 hours (Job 5) of Class/Lab training in Advanced Technology, Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills or Literacy Skills. The ETP Class/Lab Tracking Report shows that you have delivered 13,390 class/lab training hours for 257 trainees who meet the minimum hours. Assuming all other Agreement requirements are met, WCCC would earn approximately \$331,629 (83%) of the total ETP Agreement amount of \$398,893.

Since you have been paid \$309,902 to date, you will receive an additional \$21,727 if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Shaw indicated that you were unable to complete 100% of the Agreement requirements due to cancellations from employers for ETP training. Due to the slow economy, employers who previously committed to training were not certain if their employees will be able to meet the 90-day retention requirements of the Agreement. In spite of this, you indicated that ETP helped you become visible in the business community and you were able to increase membership by offering employers free training.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number of trainees enrolled	Number of trainees dropped	Number of Trainees Completing Training	Number of Training hours completed	Completed retention	Anticipated Total Earnings
1	48	4	44	1,528	44	\$ 29,032
2	60	16	44	1,607	44	\$ 25,712
3	Deleted					
4	Deleted					
5	172	3	169	10,255	169	\$ 276,885
6	Deleted					
Total	276	23	257	13,390	257	\$ 331,629

According to Ms. Shaw, the number of trainees completing retention is not yet reflected in the ETP Contract Status Report. She informed Ms. Tolentino that she expects 257 completing the retention period by the end of December 2009.

ATTENDANCE ROSTERS:

Ms. Webb and Ms. Tolentino reviewed Class/Lab Rosters for 25 trainees (11 Job 1 trainees; 4 Job 2 trainees; 10 Job 5 trainees) billed on Invoices 14 through 17. The Analyst found discrepancies between the information reported on the Roster and the ETP Tracking System:

Job No.	Name of Trainee	Training Date	Training Hours reported on Tracking System	Training Hours reported on Roster	Action Item
2	Christina Lopez	10/7/08	8.00	0	Delete 8 hours of training
2	Jaime Becerra	10/15/08	8.00	0	Delete 8 hours of training
2	Paul Diaz	10/16/08	8.00	0	Delete 8 hours of training
2	Frank Kuo	10/15/08	8.00	0	Delete 8 hours of training
5	Rene Colorado	4/15/09	8 (Roster #168) 4(Roster#154-2)	8 (Roster #168)	Delete 4hours of training

Since the above trainees have been billed for completion of training and/or placement, parties agreed to have ETP Fiscal Unit make the necessary adjustments for the above discrepancies on the final invoice. This is equivalent to 36 training hours to be excluded from the training hours reported to date on the ETP Tracking System.

With the exception of the training hour discrepancies, the other Rosters reviewed demonstrated that: the rosters contained the information required by ETP regulations; the Agreement curriculum was provided as specified; the ratio of one trainer to 15 New Hire trainees specified in the Agreement Training Plan was adhered to.

These findings are based only on the training records reviewed during this visit. You were advised that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442(b)]

FINAL INVOICE:

Ms. Tolentino advised Ms. Shaw that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement and if more time was required, you should request for an extension by writing to Kulbir Mayall, Fiscal Manager in the ETP Sacramento office.

AUDIT:

WCCC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a

list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Karah Shaw, Business Development Coordinator, WCCC (email)
David Guzman, Chief, Audits & Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail) ETP Master File
ETP Master File
ETP Project File

Date report mailed to Contractor: 12/23/09